



City of Kingman, Arizona

Classification: Court Clerk

Department: Courts

Accountable To: Court Administrator

Created/Revised Date: December 2015

FLSA Status: Non-Exempt **Salary Grade:** 204 **Band:** A **EEO4:** 6

GENERAL DESCRIPTION OF POSITION

Performs clerical and administrative support work for the City Magistrate.

SUPERVISION RECEIVED

Work is performed independently under the supervision of the Court Administrator.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Answers incoming calls and handles matters pertaining to same to include disposition information in cases, fine amounts, scheduled hearing and trial dates.
- Assists in setting cases for hearing and trial dates and resets cases as required.
- Issues summons and subpoenas to appear for court matters.
- Types and composes business correspondence relating to activities of the court.
- Dockets and sets up all court files and cross references for prior convictions.
- Completes a variety of forms and forwards to appropriate jurisdiction
- Waits on public at counter and performs cashiering duties to include accepting payments and receipting same as well as submitting a daily deposit to finance.
- Accepts bond and/or bail transactions and completes purchase orders for requesting restitution and/or refunds dollar amounts.
- Prepares and processes failure to appear notices.
- Files pending and completed cases.
- Accepts written motions from attorneys and routes to appropriate parties.
- Prepares forms in courtroom for judge.
- Recalls warrants upon arrest.
- Processes orders of protection.
- Contacts service providers to verify compliance with court orders.
- Prepares court record on appeals to include creating a CD of the audio recording.
- Enters notes for minutes of court proceedings in courtroom recording program.
- Schedules and maintains Court calendar for court trials and hearings.
- Regular attendance is an essential function of this job to ensure continuity.
- Performs all work duties and activities in accordance with Court and City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.
- Performs related work as required.

PERIPHERAL DUTIES

- May serve as a member of various employee committees.
- Performs other duties as required.

WORK CONTACTS

- Frequent contact with defendants, victims, witnesses, city departments, law enforcement agencies, probation departments, other courts and community businesses and organizations.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- Graduation from high school or GED equivalent
- At least one to two (1-2) years experience in municipal court work or any equivalent experience.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge: Must possess a thorough knowledge of court procedures and policies, legal documents, laws and ordinances relating to the court; Working knowledge of principles, practices and techniques of quality customer service; Computers and information systems; Office automation, practices and procedures; Cash handling processes; Basic knowledge of mathematics and recordkeeping principles and practices; English spelling, grammar and punctuation;

Skills: Skill in the operation and care of standard office equipment including personal computer and related software applications; Providing quality customer service both telephonically and in person; Prioritizing work and multi-tasking; Performing efficient and accurate data entry; Maintaining various records and files; Establishing and maintaining effective working relationships with co-workers and the public; Troubleshooting problems; Working in a team environment; Demonstrating proficiency to prepare documents, spreadsheets, databases, and email; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities: Ability to maintain complex files and records and to prepare reports from same; Maintain confidentiality; Understand and follow instructions; Communicate effectively verbally and in writing; Establish and maintain effective working relationship with general public and other employees; Be productive under minimal supervision; Work under pressure and/or with frequent interruptions; Effectively meet and interact with the public; Work with irate or difficult customers and apply appropriate courtesy, tact and persuasion to effect constructive conclusion; Handle money appropriately and accurately; Perform arithmetic computations accurately and quickly; Maintain and utilize complex court files; ability to understand and follow instructions; Work independently and to complete daily activities according to work schedule; Participate in teamwork productively.

SPECIAL REQUIREMENTS

- Must complete 16 hours continuing education each calendar year
- Must pass pre-employment background check
- Must have Arizona Driver's License

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____